

Invitation and Replies

Invitations are of two kinds:

- Formal → Invitation card/letter → In a fixed format
- Informal → A letter or a note → Free handwriting

To invite someone for an occasion, we use the written form Invitation.

Invitations are generally printed cards through which we invite our guests on some auspicious occasions like wedding, birthday, wedding anniversary, house warming, the inauguration of a shop/factory, etc.

Format of Formal Invitations:

In case of formal invitations, each of the following is written in a separate line with fonts of varying sizes.

- Names of the hosts
- Name of the invitee (in case of a formal letter of invitation)
- Formal phrase of invitation, for example:
Request the pleasure your benign presence/company
Seek your auspicious presence
Solicit your gracious presence on the auspicious occasion
- Date, time and venue of the event
- Occasion/ reason of the invitation.

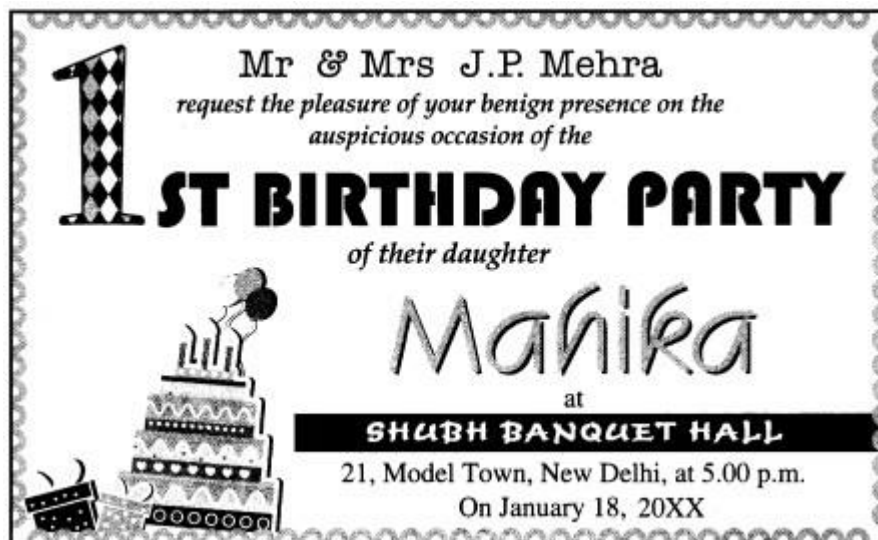
♦ Characteristics of Formal Invitations:

1. Meant for a lot of invitees:

- These are written in the third person
- In case a VIP is invited as the chief guest, the name of the VIP must appear prominently.
- Name of the invitee is not to be included. The addressee's address is to be written only on the envelope.
- Simple present tense is to be used.
- The date of writing is not to be given.
- There is no signature of the host.
- The abbreviation RSVP (French: repondez silvers plait) i.e. 'Please reply' is written below on the left side with name(s), address and phone number of the host(s).
- Put the invitation into a box.
- Do not exceed 50 words.

♦ Sample Invitations

1. Formal Invitation (4marks)



Formal Invitation – (4marks)

Meant for an individual (a formal letter of invitation)

- Include the name of the invitee.
- These are to be written on run-on lines. The sentence is not broken into different words/phrases.
- Other details are similar to the mass-scale invitations.

School letterhead	Govt. Model Senior Secondary School Sector 19, Chandigarh
Receiver's name and address	Dr Geeta Sahni 75, Sector 11 A Chandigarh
Date	15 September 20XX
Salutation	Ma'am,
Subject statement	Subject: <u>Invitation to preside over Inter-School Declamation Competition</u>
Name of society/ association/organization	The English Literary and Debating Society of our school has organized an Inter-school Declamation Competition on the topic 'More Vocational Courses should be introduced at the +2 level'. A number of students from all over Punjab, Haryana and Himachal Pradesh are likely to participate in the competition.
Event/Occasion	
Additional details	
Request	We shall be honoured if you kindly consent to preside over the function to be held on 5 October 20XX at 10.00 a.m. in the school auditorium.
Date, time and venue	
Complimentary close	With warm regards,
Subscription	Yours faithfully
Sender's name and designation	Neha Rawat President

(a)

Inviting a dignitary as a Chief Guest for School Annual Day Function

Good Samaritan School
E-24, New Industrial Town
Faridabad : 28 XXXX

14th May 20XX

Mr P.M Agnihotri,
District Magistrate
Civil Lines
Faridabad : 28 XXXX

Sub : Invitation for 'Annual Day'

Respected Sir,

It is with immense pride that we wish to celebrate our 25th year in the field of education on 25th May, 20XX from 10 a.m., in our School Auditorium. We shall consider it a great honour, if you could grace the occasion and preside over the function and handover the prizes to the achievers.

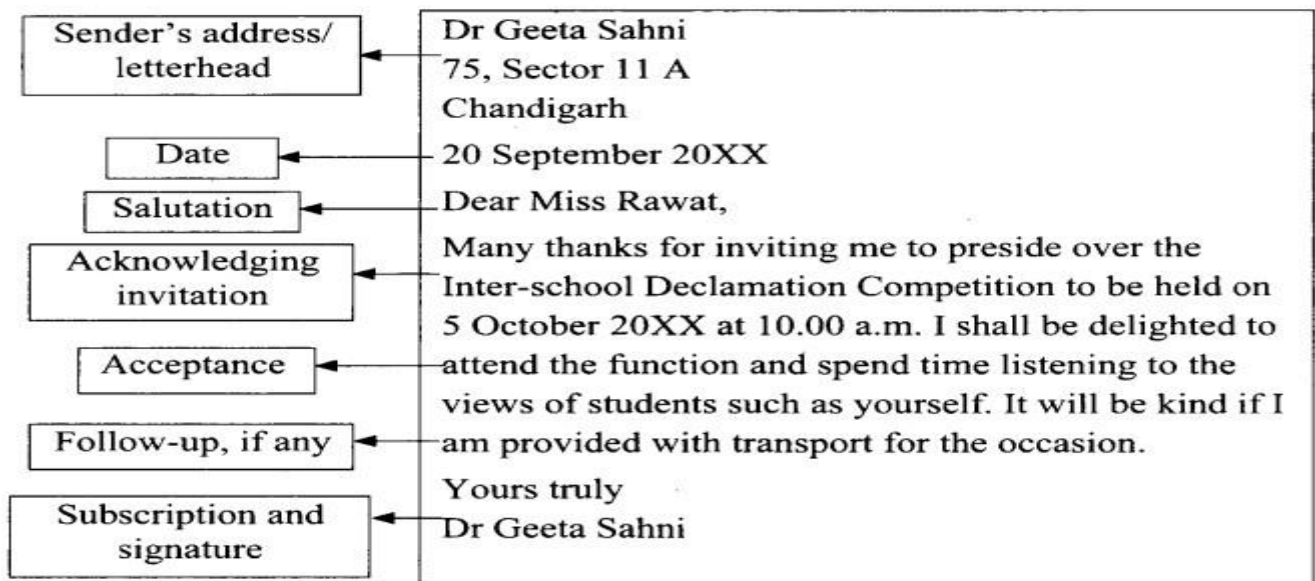
Soliciting a line in reply by email to confirm your gracious presence on gss.jubilee@gmail.com.

Yours faithfully
Principal
Good Samaritan School

Formal Replies of Acceptance: 4 Marks

Main characteristics:

- Acknowledge the invitation.
- Express thanks in third person.
- Mention acceptance/regret.
- Specify the reason for refusal.
- Be brief and specific.
- Be formal in tone and treatment.
- Do not exceed the word limit (usually 50 words).



Sample Question:

You are Dr Stanzin, a certified Art Therapist from Leh. You have been invited by G.D. Public School, Jammu, to conduct a seminar for students on 'Art Therapy the Way Forward'. This seminar is to introduce students to the usefulness of art in dealing with personal and social problems. Write a reply, in about 50 words, accepting the invitation.

- Dr Stanzin
- 117-K Block
- B.N. Marg, Leh
- 27 December, 20XX
- The Principal
- G.D. Public School
- Jammu
- **Subject: Acceptance of the Invitation to a seminar on ' Art Therapy The Way Forward'**
- Dear Madam,
- It is certainly a matter of great honor for me to be invited to conduct a seminar for students on 'Art Therapy The Way Forward'. I shall be delighted to address the gathering and discuss the usefulness of art in dealing with personal and social problems and listening from you in return. It'll be kind if I am provided with transported for the occasion.
- Yours truly,
- Dr Stanzin

Formal Replies expressing inability: 4 Marks

Mr and Mrs Somesh Basu wish to thank Mr & Mrs Suresh Pradhan for extending an invitation to the birthday celebrations of their son Akshay at their residence 1235, Vivekananda Marg, Belur on 20 March, 20XX and wish the young boy many happy returns of the day but regret their inability to be present personally on account of some previous engagements.

Somesh Basu

16 March, 20XX

C-5, GK-I,

New Delhi

15 July, 20XX

Mrs & Mr Navin Jain thank Mrs & Mr G.L. Bansal for the invitation to the inauguration of their showroom 'Regalia' on Sunday, the 20th July 20XX, at 11 a.m. at B-12, Rohini, Delhi.

However, they express their inability to be present on the occasion due to a prior commitments.

Jains

Informal Invitation (4marks)

Main Characteristics:

Informal invitations follow the pattern of ordinary personal letters. These letters are written to relatives, friends and acquaintances.

1. These letters are first/second person presentations.
2. Personal feelings and emotions find an expression.
3. The writer's address is given in the usual place.
4. The salutation is usually "Dear" plus "Name".
5. The date of writing is given, but the year is generally omitted.
6. The style and tone are relaxed and informal.
7. Different tenses are used as the sense demands.
8. The complimentary close is: 'Yours sincerely'.

765, Rahat Colony,
New Delhi.
January 17, 20XX

Dear Bhaveen

You have always wanted to see my school. Here is an occasion where you can see it in all its grandeur—come and join us for the Annual Day function of my school on 1 February, 20XX at 10 a.m. I am sure you will have a great time. Do bring along Aunt, Uncle and little Shloka.

Your Aunt
Ridhima

76-B,
Bank Colony,
Mandoli,
New Delhi.
October 2, 20XX

Dear Vipin,

You will be glad to know that Aditi's wedding has been fixed, and the big occasion will take place on the 20th of October 20XX at Hotel Vikram, Lajpat Nagar. We look forward to your presence along with your family at the wedding. Rest when we meet.

Yours affectionately
Nirbhay and Mita

Informal Reply Confirming Acceptance: 4 Marks

217 MIG Flats
Surya Vihar, New Delhi
15 March, 20XX

Dear Shuchi

I have received your invitation for your birthday party on 25 March, 20XX at 5 p.m. at Hotel Janpath. I am extremely happy to know that all our old friends are likely to be there.

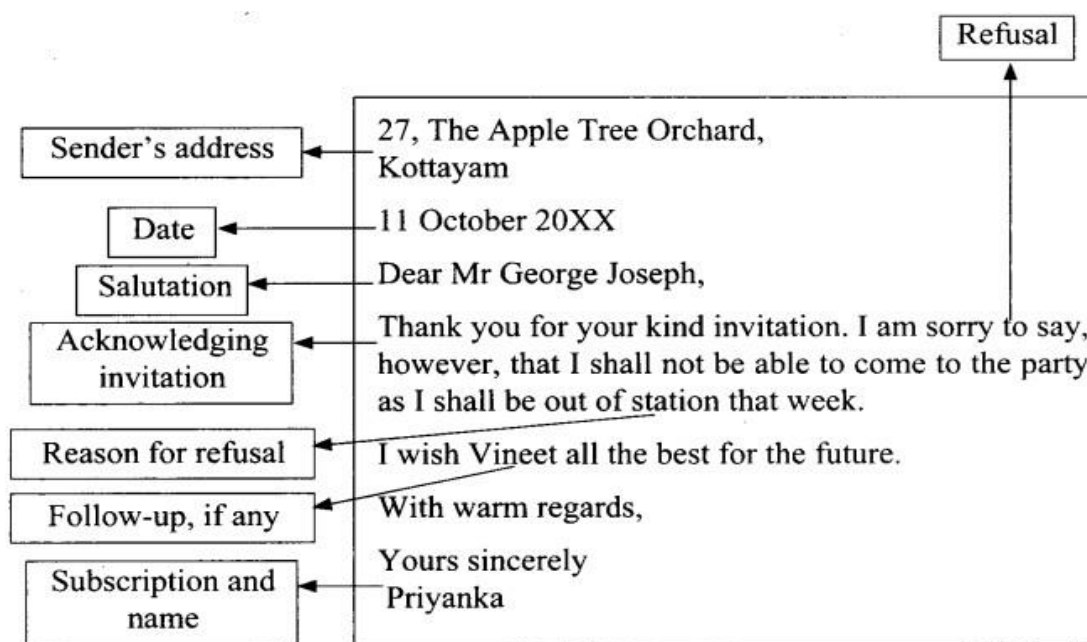
I would like to confirm my participation.

Looking forward to the momentous occasion.

With love.

Manoj/Mini

Informal invitation (Expressing inability) 4 Marks



Questions for Practice

1. You were invited by the local unit of Boogie Woogie, a talent search organisation, to make a selection of the local teams for participation in the zonal competition and performance at the national level. But you are not in a position to do so because you have met with an accident. Write a letter to the convener regretting your inability to honour the request explaining to him your position. You are Arun/Aruna Joglekar.
2. You have received an invitation to attend the prize giving ceremony on the occasion of the Regional Social Sciences Exhibition. Write a letter to the Secretary of the 'The World View' (the organiser of the exhibition) informing him about your inability to attend. Give three reasons.
3. You were invited by a friend of yours to spend some days at his farmhouse in Manali during the summer vacation. Respond to his invitation.
4. Write an informal reply to your pen-friend in the U.K assuring her of all help and guidance during her planned forthcoming visit to India.
5. You are Shirish. You have been selected as pilot officer in IAF. You want to celebrate : the occasion by hosting a grand party to your selected friends. Send an informal invitation to your intimate friend Madhu to join you on this occasion.
6. Your sister Nivedita is going to marry Akhilesh (S/o Mr & Mrs SM. Joshi, Nainital) Your father Mr K.S. Bhardwaj has planned to hold the wedding at Hotel Kunal, New Delhi on 25 May 20XX at 8 p.m. Write a formal invitation on behalf of Mr & Mrs K.S. Bhardwaj inviting guests to the auspicious occasion. Give other details. Do not exceed 50 words.